



# Town of Carlisle

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PLANNING BOARD

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## DISCUSSION NOTES

January 12, 2004

Identification and analysis of potential sites for Wireless Communications Facilities [Broadcast Signal Lab and GPR] – Wireless Study Ad Hoc Steering Committee  
Continued Joint Public Hearing with Carlisle Tree Warden of request to review removal of approximately 100 feet of stone wall and one or more 30-inch pine trees within the right of way adjacent to 511 Brook Street, under provisions of the Scenic Roads Bylaw (Art. XII & MGL Ch. 40, s.15C) and the Public Shade Tree Act (MGL Ch. 87, s.3) [Request of Scott Henderson]  
Discussion of “informal conceptual site plan” for addition of tennis courts and parking at Banta-Davis field, map 14, parcel 23 [Site Plan Approval required by Selectmen], request of Carlisle Recreation Commission  
2003 Town Report  
Employee performance evaluations  
ANR Plan: Cross Street, Map 7, Parcel 21, Regina Costello, Trustee of Carriage Estates Trust, applicant  
Preparation of Community Development Plan to meet requirements of Executive Order #418 [Thomas Planning Services and McGregor & Associates]  
FY05 Budget  
Consideration of proposing amendments to the Personal Wireless Communication Facilities bylaw (sec. 5.9 of the Zoning Bylaws)  
Development of digital town-wide parcel data layer and GIS technical support [Applied Geographics]

Chair Louise Hara opened the discussion at 7:30 p.m. in the Clark Room at Town Hall. Board Members David Freedman, Dan Holzman, Tom Lane and Phyllis Zinicola were present. Members Michael Abend and Rich Colman were not in attendance this evening. Planning Administrator George Mansfield and Administrative Assistant Anja Stam were present. The Board's new Associate Members, Rich Boulé and Ray Bahr were also in attendance. *Mosquito* Reporter Ali Walsh was present for most of the discussion.

Hara advised the Board and the public that the staff only realized today that although notice of the meeting was published in *The Mosquito*, it had not been posted with the Town Clerk. Therefore, the Board could have a discussion, but would not be able to take any formal action or vote today, in accordance with the Open Meeting Law.

### Minutes

Members presented several changes and corrections to the minutes of December 8, 2003 in writing. These minutes will be updated and voted on at the next meeting.

### Identification and analysis of potential sites for Wireless Communications Facilities [Broadcast Signal Lab and GPR] – Wireless Study Ad Hoc Steering Committee

Hara and Freedman planned to meet with the Town Administrator and the BOS chair this week in order to resolve the issue of outstanding bills from BSL and GPR. Board members agreed that the 1/5/04 memo to the BOS and FinCom, prepared by Mansfield, clearly explains why the consultants must be paid. The Board also determined that funds in its budget earmarked for other purposes should not be used to pay BSL's and GPR's deposition costs for litigation involving the ZBA and wireless providers.

**Continued Joint Public Hearing with Carlisle Tree Warden of request to review removal of approximately 100 feet of stone wall and one or more 30-inch pine trees within the right of way adjacent to 511 Brook Street, under provisions of the Scenic Roads Bylaw (Art. XII & MGL Ch. 40, s.15C) and the Public Shade Tree Act (MGL Ch. 87, s.3) [Request of Scott Henderson]**

[Note: This public hearing was legally continued to this date and time, but since the meeting was not posted, no action could be taken by the Board.]

Tree Warden and DPW superintendent Gary Davis did not attend the public hearing this evening. The applicant was present. Abutter Mitchell Weiss of 523 Brook Street was also present.

Henderson presented a plan he had prepared, which showed grading and profiles of the wall. At the narrowest shoulder area, Henderson showed that he was able to allow for approximately six inches of gentle slope before grading steeply toward the wall. At wider sections he allowed for approximately three feet of level shoulder and then graded to the top of the wall. The plan showed that a dry stone wall would be rebuilt in front of the retaining wall, where space allows, at the same location as the original stone wall. He also proposed a cultured stone veneer to face sections of the wall that would not be covered by the grading of soil. Henderson planned to fill in the "steps" in the concrete wall with a dry stone wall to blend in with the adjacent stone wall. The plan also showed plantings of mountain laurel, white pine and azalea in the wide shoulder area, with blue rug juniper along the top of the wall. Wood chips would be used to stabilize the slopes. Henderson noted that the stone veneer could be applied in cool weather and expected that the project could be completed by early spring.

Members agreed that the applicant had addressed the Board's concerns regarding the wall and abutter Mitchell Weiss was also very pleased with the design.

The Board prepared a draft motion as follows: "To send a letter to Henderson with a copy to the Board of Health consenting to removal of approximately one hundred feet of stone wall and three trees within the right of way of Brook Street on condition that remedial stone facing, grading and plantings, including a white pine tree, be implemented as shown on the plan entitled "Retaining wall/landscaping plan, 511 Brook Street," prepared by Scott Henderson dated January 6, 2004."

The public hearing was continued to January 26, 2004 at 8:00 p.m. when the Board would expect to vote on this motion.

**Discussion of "informal conceptual site plan" for addition of tennis courts and parking at Banta-Davis field, map 14, parcel 23 [Site Plan Approval required by Selectmen], request of Carlisle Recreation Commission**

Cindy Nock co-director of Carlisle Recreation Department and Mark Spears member of the Recreation Commission were present.

Nock explained that Article 16 of the May 2003 Town Meeting appropriated \$75,000 for the design of tennis courts on the Banta Davis land. She presented a plan prepared by Stamski and McNary, which showed that the two tennis courts at the school would be converted into basketball courts and four new tennis courts would be built on the Banta Davis land. Lights are not proposed on the new courts although Spears said that conduit would be installed to allow for the possibility of lighting in the future.

Mansfield did not believe that site plan review would be required for the basketball courts since the use is similar to the existing. Nock noted that the paved area would not be changed either. The conversion to basketball courts would simply require removal of tennis nets, installation of basketball hoops and repainting.

The discussion then focused on the new tennis area. Nock noted that the existing parking spaces along the access road to the fields would be improved, and twelve additional parking spaces are proposed as head on parking spaces along the road. Board members were concerned about the location of these parking spaces along a curve in the road. They suggested that the RecCom contact Planning Board member Michael Abend, who is a traffic planner, to review parking issues.

Nock explained that an existing cross-country trail would be relocated to go around the tennis courts and the existing tree line would be cut back to surround the courts. Hara asked if the proposed tennis courts impinge on the cemetery expansion area. She suggested that RecCom contact Gary Davis to advise him of these plans which abut the cemetery land. Hara also asked the applicants to consider pedestrian flow and safety. The Board suggested that a crosswalk might be considered between the tennis courts and nearby baseball field.

The Board considered drainage next, and Nock showed the plan for drainage pipes around the courts emptying into a swale directed toward the cemetery. Holzman suggested that given the sandy soil in that area, a detention basin should work well to infiltrate run-off and keep it on-site. He advised that the applicant's engineer provide drainage calculations. He also suggested the use of pervious pavement in parking areas to minimize drainage and run-off concerns. Finally, Holzman recommended digging several test pits before proceeding to make sure there is no ledge in the area. He noted that blasting ledge could make a project ten times more expensive than backhoe excavation.

Regarding signage, Nock said that they simply plan to add a small wooden sign to the existing playing fields sign on Bedford Road, indicating "tennis courts".

In conclusion, the Board recommended that prior to applying for site plan review with the Board of Selectmen, the Recreation Commission should provide drainage calculations, dig test pits to determine potential need for blasting, have a discussion with Michael Abend regarding parking, stake the proposed construction boundaries, and survey what trees will remain post construction to determine what screening is necessary toward the abutting cemetery.

### **2003 Town Report**

Mansfield asked if Board members had any input regarding information or format of the Planning Board's 2003 report. The Board agreed to follow a format similar to the 2002 report. Mansfield agreed to have a draft prepared for the next meeting.

### **Employee performance evaluations**

The Board received a new timetable for employee evaluations from the Town Administrator. Hara explained that she would finalize the review process begun in June 2003. Mansfield and Stam agreed to review the June 2003 self-evaluation forms to make sure they are still up-to-date.

### **ANR Plan: Cross Street, Map 7, Parcel 21, Regina Costello, Trustee of Carriage Estates Trust, applicant**

Mansfield explained that this plan was brought in to the office on Friday. In addition to the Wetland Flood Hazard zoning district, the plan indicates bordering vegetated wetland and a stream. The latter two are indicated using the same symbol, making the plan confusing to read. Mansfield also noted that a ConsCom plan for an Abbreviated Notice of Resource Area Delineation shows the same property with a cart path. This cart path is not shown on the ANR plan. The Board asked the PA to return the plan to Stamski and McNary to correct and clarify these issues.

*(Stam left the meeting and Mansfield took notes for the remainder of the meeting.)*

### **Preparation of Community Development Plan to meet requirements of Executive Order 418 | Thomas Planning Services and McGregor & Associates**

Freedman and Mansfield explained that the Steering Committee met on 12/11/03 and, after reviewing the 2<sup>nd</sup> draft of the Housing Element of the plan prepared by Thomas Planning Services, concluded that there were still significant errors and omissions in the work. Last week, Freedman and Hara met with the EO418 regional manager at MAPC to discuss their dissatisfaction with Thomas' work and to see how this might be remedied. Unfortunately, they found there is really no alternative other than trying to work through the contract and supplementing the plans that are produced through our own efforts. Mansfield has agreed to try to get a clearer definition of the work that the consultant expects to do from here to the conclusion of the contract, and to get her concurrence that we should seek an extension until 6/30/04 (which will be automatically granted).

Zinicola noted that the housing portion of the plan should be an Affordable Housing Plan demonstrating how the Town will comply with the 10% requirement that can be certified by DHCD. She explained that, with a certified Housing Plan, proposed legislation will reduce the requirement for annual production of affordable housing from 0.75% to 0.5 % per year, thus allowing the Town to deny unwanted 40B applications as long as that production level is maintained. This would have the effect of dropping the requirement for Carlisle from 12 units/year to 8 units/year. In addition, the legislation would count deed-restricted accessory apartments as affordable units, and also count twice the number of affordable units in a combined market/affordable project, whether ownership or rental.

#### **FY05 Budget**

Lane presented a draft budget for FY05, including amounts for a guideline budget, a level services budget, and a growth budget. The Board gave its general approval to these proposals, but suggested that Lane and Mansfield review that amount proposed in the growth budget for Planning and Professional services, with consideration to doubling the request.

#### **Consideration of proposing amendments to the Personal Wireless Communication Facilities bylaw (sec. 5.9 of the Zoning Bylaws)**

The Board reviewed Lane's draft proposal for amendments to the Wireless Facilities bylaw, including reducing the setback to zero feet for schools and historic structures. Freedman suggested that the schedule for drafting these amendments for this year's Annual Town meeting was unrealistic, leaving insufficient time for discussion with the wireless consultant and the public. He also noted that it would be preferable if the pending appeals of the Board of Appeals' wireless decisions were resolved before these amendments were introduced. He said he believed the Selectmen may have been premature in deciding that the best approach to implementing the Wireless Facilities Plan is to implement bylaw changes.

Board members agreed that the Board's previous consultant, Broadcast Signal Labs, should be employed to assist in determining the steps that must be taken to allow facilities at the locations that he had previously identified as optimal. Freedman thought that only minor amendments to the bylaw might be sufficient. Holzman, on the other hand, suggested that the Town consider scrapping the bylaw completely, and identifying sites for wireless towers in restricted overlay districts. After further discussion, there was consensus that a reasonable approach would be to leave the present bylaw essentially intact, but to identify overlay districts after specific parcels where the facilities were desired were identified. New restrictions would be developed for the overlay districts, but the existing, more stringent restrictions would continue to apply outside the overlay districts. This would validate the work done by the committees that designed the existing bylaw.

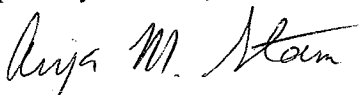
Freedman, Holzman and Lane agreed to work with Abend to outline the steps and schedule necessary to achieve these goals, recognizing that identifying the overlay districts is the key to the process.

#### **Development of digital town-wide parcel data layer and GIS technical support [Applied Geographics]**

The Board took a few minutes to look at example of the draft sheets prepared by Applied Geographics. In addition to the errors identified by the consultant and the Assessors, which are being corrected, several members of the Board discovered many locations where the Wetland/Flood Hazard Zoning District was not shown correctly on the GIS maps. Mansfield agreed to look at this in more detail, and to alert the consultant.

The discussion ended at 11:45 p.m.

Respectfully submitted,



Anja M. Stam  
Administrative Assistant